**Human Resources Specialist**

**RMC** (Roku Management Consulting) is a dynamic, service-disabled veteran-owned small business specializing in providing professional services to government and commercial clients. As a participant in the SBA 8(a) Business Development Program, RMC is committed to delivering excellence through innovative processes, exceptional customer service, and strong core values.

RMC offers expertise in human resources, information technology, and professional management solutions, with a focus on supporting the mission-critical needs of local, state, and federal agencies, as well as private sector partners.

Our team thrives on collaboration, diversity, and a shared commitment to solving complex challenges. At RMC, we value our employees as our greatest asset, providing a supportive and inclusive work environment that encourages growth, development, and career advancement.

Join us in making a difference through meaningful work, driving impactful results for the communities and clients we serve.

**Job Description:**

The Human Resources Specialist is responsible for providing comprehensive administrative support across all functional, ensuring efficient delivery of personnel services for Soldiers, civilians, and retirees. This role requires a high degree of accuracy, attention to detail, and knowledge of Army HR systems.

**Key Responsibilities**:

* Perform tasks across all Military Personnel Administrative functional areas, including:
	+ **Personnel Information**: Manage and update personnel records in Army systems like IPPS-A and iPERMS.
	+ **Strength Accounting/Reporting**: Validate personnel data and resolve discrepancies to ensure accurate reporting.
	+ **Records Management**: Maintain personnel files, ensuring compliance with Army audit requirements.
	+ **Soldier Readiness**: Conduct readiness evaluations for deployments and other mission-critical activities.
	+ **Assignment Management**: Process reassignment orders, family travel applications, and security clearance verifications.
	+ **Identification Management**: Assist with DEERS/RAPIDS enrollments and ID issuance.
	+ **Personnel Actions**: Process promotions, awards, and special pay entitlements.
	+ **Soldier and Civilian In/Out Processing**: Ensure smooth transitions for personnel entering or exiting units or installations.
* Support MOS/Medical Retention Boards, Officer Candidate Boards, and other administrative processes.
* Provide customer service and resolve inquiries from Soldiers, civilians, and retirees.
* Prepare special privileges letters (e.g., commissary or MWR access) and manage special duty pay and foreign language proficiency pay.
* Perform other duties assigned.

**Qualifications**:

* **Education**: Bachelor’s degree in Human Resources, Business Administration, or a related field.
* **Experience**: Minimum of 6 months of experience in military human resources or personnel management.
* **Security Clearance**: Active **SECRET clearance** required.
* **Skills**:
	+ Proficiency in Army HR systems (e.g., IPPS-A, iPERMS, DEERS).
	+ Strong organizational skills, attention to detail, and customer service abilities.
	+ Excellent written and verbal communication skills.